

EXHIBIT E
INVOICE SUPPORTING DOCUMENTATION

The following is a detailed outline of all the invoice supporting documents required to be submitted with each respective invoice. The County may add more details, and specific instructions, provide samples, and or additional spreadsheet templates as part of the Contract Documents.

General Billing

1. Billing must be submitted for each calendar month. A bill is not considered complete until all items for the calendar month is submitted.
 - a. Using the excel spread sheets provided by the county. (a sample is attached)
 - b. Instruction for the spread sheet will be provided by the County at the preconstruction meeting
 - c. The Excel files must be submitted electronically.
 - d. Must have the below information included on the cover sheet that is part of the excel file.
 - i. Contract Number
 - ii. PO Number (list all PO numbers if paid by multiple)
 - iii. Invoice Number
 - iv. Date of invoice.
 - v. Date range that invoice covers.
 - vi. The County Department for whom the services were rendered.
 - vii. Total amount Due.
 - viii. Amount due by Purchases Order Number (If Multiple Purchases Order Numbers)
 - ix. Payment terms (Note: it is 45 days from the time the County receives a correct invoice)
2. It is the sole responsibility of the contractor to complete and provide the invoice to the project officer.
3. An invoice is not considered complete unless theses listed supporting documents have been received by the project officer with the above referenced spreadsheet. See below for more details on each item requirements.
 - a. Asphalt tickets.
 - b. Milling location worksheets.
 - c. Utility adjustments Tickets.
 - d. QA/QC Reports.
 - e. 21-A Tickets.

Asphalt Placement

1. Asphalt Tickets must be submitted to the project officer no later than the morning of the following business day.
 - a. The last ticket(s) for each day should be noted by the project officer as the “Last Load”
 - b. Any missing tickets will be subtracted from the total for that day
 - c. Tickets must have indication of location of where the load was placed. I.E., 4st N from Token St to Sakes St.
 - i. If a load is used at multiple locations. The ticket must be noted with an estimated division in the tonnage.
 - d. The asphalt tickets shall indicate that it is for Arlington County. No asphalt for other projects will be accepted.
 - e. No handwritten tickets will be accepted.
 - f. QA/QC reports.

- i. Must be onsite each day paving is happening.
- ii. Reports should be submitted no later than Monday the following week.
- iii. County Project officer should be on the distribution list for all reports. This is including draft reports.

Asphalt Milling

1. Milling worksheet (Excel) should be submitted no later than Monday morning for the work performed the week prior.
 - a. Submit Excel file via email to project officer.
 - b. Only submit for locations for that have been fully milled.
 - c. One location per work sheet.
 - d. A drawing should be submitted with the location worksheet.
 - i. The drawing can be a map from google maps or a hand drawing.
 - ii. The drawing should show the area the work is preformed and breakdown of the measurements on the worksheet.

Utility Adjustments

1. Utility adjustments tickets should be submitted as the work is completed per location.
 - a. Before and after photos should be submitted at this time.
 - b. Before and after photos should be include the inside of the utility.
 - c. A drawing should be submitted with the tickets that shows what photos go to with what utility.

Full Depth Repairs

1. Details to be noted on the "Asphalt Milling" worksheet.
2. Asphalt and 21-A tickets to be provided to the Project officer same day as the repair. This information should also be included in the QA/QC technicians report.
 - a. Asphalt may come from the paving crew but the ticket should be noted and subtracted from that day's totals for the paving crew.
3. QA/QC technician shall be the to document the Full Depth Repair. Information in his report shall include but is not limited to the following.
 - a. Detailed location information. With a drawing and photos.
 - b. Detailed measurements of the excavated area. Length, width and depth.
 - c. Testing for any materials used to backfill the area.
 - d. Any observations of pumping or rutting after the work is completed.